DATE POSTED: **AUGUST 18, 2006**

REQ. # 06-224

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **08-18-2006** TO **08-25-2006,** but will remain open until filled.

DEPARTMENT/DIVISION
ROAD & BRIDGE

POSITION AVAILABLE
PROJECT MANAGER

OF OPENINGS
1

STARTING SALARY
$40,577.06/YEAR

COMMENTS
THIS POSITION IS IN THE DRAINAGE OPERATIONS UNIT (CC4108) OF THE ROAD AND BRIDGE DIVISION.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 637
PAY GRADE: 21
SALARY: $40,577.06 - $60,079.18
PROJECT MANAGER

MAJOR FUNCTION: Specialized work involved in the planning, scheduling and coordinating of various public work projects concerned with the construction and maintenance of County roads, bridges, and drainage ditches and structures under the direction of the Road & Bridge Manager.
KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:
Knowledge: Knowledge of the principles and techniques of planning, scheduling and coordination as they relate to public works projects. Knowledge of material, equipment and engineering practices as they pertain to road, bridge, and drainage construction and maintenance. Knowledge of the geography and road network of the surrounding areas. Knowledge of the uses and capabilities of equipment used to accomplish project goals. Knowledge of work standardization procedures and comparison analysis.
Abilities: Ability to plan, schedule and coordinate work with supervisors, skilled or unskilled personnel, vendors, contractors, and the public. Ability to tactfully deal with the public, employees and officials. Ability to react quickly and calmly. Ability to maintain records and create meaningful statistical abstracts. Ability to measure work standards and recommend implementation procedures.
Skills: Skills must include capable reviewing, measuring and recommending work standardization. Must be capable of maintaining work activities with officials, employees and the public. Must be able to apply modern automated procedures to functions of both staff and field employees.
ESSENTIAL JOB FUNCTION: In coordination with field operations, plans and schedules work flow. Compares and designs work standards for most cost efficient operation. Studies and develops new methods for improving Road and Bridge division maintenance activities. Performs related work as required.
ESSENTIAL PHYSICAL SKILLS: Must have a clear speaking voice. Use of both ands and fingers with dexterity. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally. Good hand/eye coordination.
ENVIRONMENTAL CONDITION REQUIREMENTS: Work inside the office in a sedentary posture, and field inspection of work sites on a regular basis in various weather conditions.
WORK HAZARDS: Possible vision dysfunction due to heavy computer work. Occasional traffic and heavy equipment.
SAFETY EQUIPMENT USED OR NEEDED: None
EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma. A four-year college degree is preferred.
EXPERIENCE: Experience in time management, budget, job estimating, staffing, and training. Public relations, labor relations, employee supervision. A comparable amount of training and experience may be substituted for the minimum requirements. Project management, system creation and maintenance preferred.
LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license required and a good driving record.

Union	Non-Union ✔	Exempt ✔	Non-Exempt

Revised 08/2005